

INTRODUCTION

Welcome

Welcome to the staff of Tigereye Promotions, LLC. Tigereye Promotions, LLC operates as Tigereye Design.

As an employee of Tigereye, you are provided this handbook to help you understand the policies, procedures and benefit programs we have developed. It is not a contract, and the contents may change from time to time. This handbook is designed as a supplement to your Union contract. No sections of this handbook supersede the Union contract.

Mission Statement

To provide our customers with custom design capabilities and quality Union, USA made products.

Confidentiality

The Company conducts its business such that the rights of privacy of all customers, employees and visitors are protected. Unauthorized disclosure of confidential information is cause for immediate dismissal.

Employees, in the course of doing their jobs, acquire confidential information. Personal, financial, and other information is considered confidential. All employees are expected to respect confidences by not revealing such information unless it is necessary to job performance. Questions regarding confidentiality of information should be directed to your immediate supervisor.

Personnel records of current and former employees of the Company are considered confidential property of Tigereye Design. Upon written request, an employee may examine the contents of their file to confirm accuracy of vital information contained in it. No records will be released to or copied for the employee. This prohibition on the release of employee information does not apply to telephone confirmation of status of employment and positions held, or to providing information required by law. Requests for confidential information or suspected breach of this rule are to be referred to your immediate supervisor.

Employee Information Changes

To ensure that all employee information is current, it is the responsibility of each employee to promptly notify Tigereye of any changes in personal information. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, and other such employee information status should be accurate and current at all times. If

any personal information changes, please submit the changes to the Accounting Department as soon as possible.

Communications

As a valued employee, we strive to provide you with full, accurate and current information regarding your job duties, responsibilities, and policies which affect you. If you have any questions about your job, working conditions, pay, benefits or other matters, please ask your supervisor.

We are interested in your views and perceptions, or any other suggestions you have about your work. If you have ideas that you think may help the Company, please feel free to discuss them with us.

Employee Classifications

Salaried (Exempt status) means the employee has a certain job to accomplish and is required to give whatever time is necessary to complete the job.

Hourly (Non-exempt status) means a certain number of hours are set to accomplish the tasks. If more than 40 hours are required, overtime will be paid if properly approved.

Overtime or compensation time for employees is possible when approved by your immediate team leader.

EMPLOYMENT

Tigereye complies with federal and state employment laws as described below.

Equal Employment Opportunity

Tigereye is committed to equal employment opportunity for all qualified persons within the parameter of our mission statement without regard to race, color, ancestry, national origin, sex, marital status or age, to the extent required by law. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination and benefits.

Immigration Reform and Control Act of 1986

Tigereye is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

As an ongoing condition of employment, you will be required to provide documentation verifying your identity and legal authority to work in the United States.

Employment of Minors

If you are not at least 16 years old, you are required by law to provide a valid Work Permit, High School Diploma, or Certificate of Proficiency, before you will be allowed to work.

The employment of minors is restricted by the terms and conditions of the Work Permit, as well as the provisions of state and federal law.

Disability Accommodation

Tigereye is committed to complying fully with the Americans Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Sexual and Other Unlawful Harassment

Tigereye is committed to providing a work environment that is free of discrimination and harassment. Actions, words, jokes, or comments based on an individual's sex, race ethnicity, age, religion, or any other legally protected characteristics are unacceptable. Also, threatening, intimidating or coercing fellow employees is unacceptable. Tigereye has a zero tolerance policy for all types of harassment.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her team leader. If the employee's team leader is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact a member of Senior Management.

Any team leader or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise Senior Management, who will handle the matter in a confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Drug-Free Workplace Policy

No employee shall manufacture, distribute, dispense, possess, purchase, sell, use or be impaired by illegal drugs or controlled substances, while performing work for Tigereye, while on Tigereye's premises, or while using/handling vehicles or equipment owned or leased by Tigereye. Drug testing may be required of an

employee if that employee's behavior or performance indicates a violation of this policy. Alcohol cannot be consumed on Tigereye's premises during normal business hours.

In addition, any employee who is taking a prescription medication that may affect job safety or performance must notify his or her team leader about that prescription.

Anyone acting in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

Inspections

The Company may conduct inspections and/or searches of any property the Company owns or controls, and property used in furtherance of its business, including but not limited to lockers, desks, vehicles and all business premises.

Safety

Tigereye Design makes every effort to maintain its equipment and facilities. Employee safety is very important to us and the employee is expected to observe all safety rules. Monthly safety meetings are for everyone's benefit and attendance is mandatory.

The cooperation and help of each employee is required to make the work environment safe for all employees.

Accident Reporting & Investigation

The purpose of this program is to define and document the incident investigation process at our Company. This program defines the responsibilities of all Company management and supervisors in investigating the causes of incidents and implementing appropriate corrective actions to prevent similar situations from recurring.

Conduct

Personal Appearance

It is very important that you maintain proper dress in a manner appropriate to your job as you represent Tigereye. As our corporate business increases, creating more walk-in traffic, it is important for employees to dress professionally. Team leaders may advise employees of inappropriate dress at anytime. Specifically:

- Office attire – Professionalism is the goal.
 - Tops – Logo T-shirts and sweat shirts are not acceptable. Plain T-shirts and sweatshirts are acceptable with a Tigereye Design logo. Tigereye will embroider employee owned clothing at no charge. Tigereye will sell appropriate blank goods to employees at cost for

the purpose of wearing at work. All collared shirts are OK.

Sweaters are OK.

- Pants – Jeans are OK. Knee length shorts are OK. Sweat pants and running/basketball shorts are not acceptable.
- Shoes – Any type shoes are acceptable. Shoes can be removed at your desk, but need to be put on when leaving your desk. Open toed shoes must be removed and closed toed shoes put on when going to the production area.
- Production attire – Safety is the goal.
 - No open toed shoes.
 - No baggy clothing.
 - No hanging strings.
 - No ragged clothing with holes or tears.
 - No dangling necklaces, bracelets or earrings.
 - Long hair should be tied back when using applicable machinery.

Music

Employees are allowed to listen to music using the following guidelines.

- If you are a person who regularly answers the phone, headphones are not allowed.
- Music played on speakers must be played at a volume low enough to stay within your work space and allow a phone conversation to be held.
- Headphones must be worn in general production areas. Headphones must be removed when walking in the general production area where the tow motor may be used.

Phones, Faxes, & Copiers

Tigereye's phones are for business use. It is essential during our busiest times to have all lines available for business calls. Personal calls should be made and received on your cell phone. No long distance personal calls should be made on Tigereye's phones. Personal calls should be limited to break times and lunch periods, whenever possible. Necessary calls outside of these times should be limited, and made from the break room or outside, so other employees are not disturbed. Cell phones are not permitted to be used in the production area while working with machinery.

Occasional and reasonable personal use of Tigereye's fax and copy machine is permitted, provided that this does not interfere with work performance.

Inappropriate Behaviors

The following behaviors are inappropriate and may lead to disciplinary action, up to and including termination of employment:

- Willful waste of materials, supplies, equipment, etc.
- Creation of, or contribution to, hazardous working conditions.

- Improper use of facilities, vehicles, equipment or telephones owned or leased by Tigereye.
- Use of abusive language.
- Insubordination (refusal to follow management's instructions on job-related matters).
- Falsification of Tigereye documents (e.g., time sheets, employment applications, etc.).
- Gambling on Tigereye premises.
- Theft of Tigereye or fellow employee property.
- Any serious violations of policies defined in the *Tigereye Promotions, LLC Employee Policies Handbook*.

Tardiness

To maintain a productive work environment, Tigereye expects employees to be reliable and to be punctual in reporting for scheduled work. In instances when you cannot avoid being late to work or are unable to work as scheduled, you must notify your team leader.

Performance Evaluations

In the year of hire, employees will receive an evaluation after 90 calendar days of employment. All employees will be reviewed (at least annually) by their team leaders, within one (1) month of their anniversary of their date of hire.

The objectives of the performance evaluation are to:

- Give employees an evaluation of their performance and assist them in performance improvement
- Determine the employee's readiness for an adjustment or expansion in duties and/or eligibility for a change in pay
- Provide a basis for determining job-training needs

Employee Separation Policies & Procedures

Ohio is an "at will" employment state. Therefore, the employment relationship between you and Tigereye can be discontinued by either you or Tigereye at any time, with or without cause, so long as there is no violation of applicable federal or state law.

Resignation

A written notice of resignation should be submitted to your immediate team leader. We request a minimum of two (2) weeks notice from all terminating employees. Your last day of employment will be your last day actually worked. You cannot use vacation as part of your notice. You will not be paid for any unused vacation or the floating holiday.

Termination

Tigereye relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsifications or material omission in any of this information or data may result in termination of employment. Violation of any policy within the *Tigereye Promotions, LLC Employee Policies Handbook* or employee performance issues may also result in termination. Your last day of paid employment will be your last day actually worked. You will not be paid for any unused vacation or the floating holiday.

Separation and Exit Procedures

When an employee is separated, the team leader must notify the Information Technology support staff immediately so that access to the computer network can be removed. It is also the responsibility of the team leader to notify the Accounting Department so that administrative and financial changes can be made expeditiously. All other Tigereye property, including credit cards, cell phones, laptops, tools, *Tigereye Promotions, LLC Employee Policies Handbook* and keys must be returned on the day of separation.

General Policies

Use of Computer Software/Hardware

Tigereye provides its employees with computers, software, email and Internet access as required for the performance and fulfillment of job responsibilities. These services are intended for the purpose of increasing productivity and not for non-business activities.

Equipment Use Policy

Occasional and reasonable personal use of Tigereye's computers, software, Internet and email is permitted, provided that this does not interfere with work performance. However, employees should have no expectation of privacy while using Tigereye owned or leased equipment. Information passing through or stored on Tigereye equipment are Tigereye records and can and may be monitored.

Violations of appropriate Internet and email use include, but are not limited to, accessing, downloading, uploading, saving, receiving or sending material that includes sexually explicit content or other material using vulgar, sexist, racist, threatening, violent or defamatory language. Gambling and illegal activities are not to be conducted on Tigereye resources.

Email messages should be sent only to recipients who need the information. In addition, employees are not to use email to create or exchange solicitations of products being sold by employees on behalf of groups/companies with which

employees are associated, to forward chain letters or to forward any other unsolicited email.

Copyright Compliance

Employees must abide by the Federal Copyright Law regarding duplication of software. Under the Federal Copyright Law, the software that is loaded on your computer hard disk may not be duplicated for use on any other computer unless authorized by the software vendor in the licensing agreement. Unauthorized reproduction of software is a federal offense. Offenders can be subject to civil damages and criminal penalties including fines and imprisonment. Any employee making unauthorized copies of software for any reason will be subject to disciplinary action, up to and including termination of employment.

In addition, no software may be installed on any Tigereye computer by anyone other than the Information Technology (IT) support staff (including freeware and shareware downloaded from the Internet), without approval from the IT support staff. This is to protect Tigereye from computer viruses and to ensure compliance with copyright laws. The IT support staff may periodically audit computers to ensure only approved software is loaded. Unapproved software will be removed at the time of audit.

Password Protection

Employee network or email passwords are not to be openly displayed and are not to be shared with non-employees. Employee network or email passwords should be shared with fellow employees only when approved by the appropriate team leader as necessary on a case-by-case basis.

Virus Protection Policy

Even though all Internet traffic and files on Tigereye's servers are scanned, the possibility still exists that a new or well-hidden virus could find its way to an employee's workstation, and if not properly handled, could infect Tigereye's entire network.

The IT support staff will attempt to notify all employees of credible threats via email. Because this notification will go to the entire staff, employees should not forward virus warnings. Many virus warnings prove to be hoaxes. If you believe one to be credible, forward it only to the IT support staff for investigation.

It is the responsibility of all employees to take reasonable steps to prevent virus outbreaks by following these guidelines:

- Do not open unexpected email attachments, even from coworkers.
- Never open email attachments from an unknown or suspicious source.
- Never download freeware or shareware from the Internet without express permission from the IT support staff.

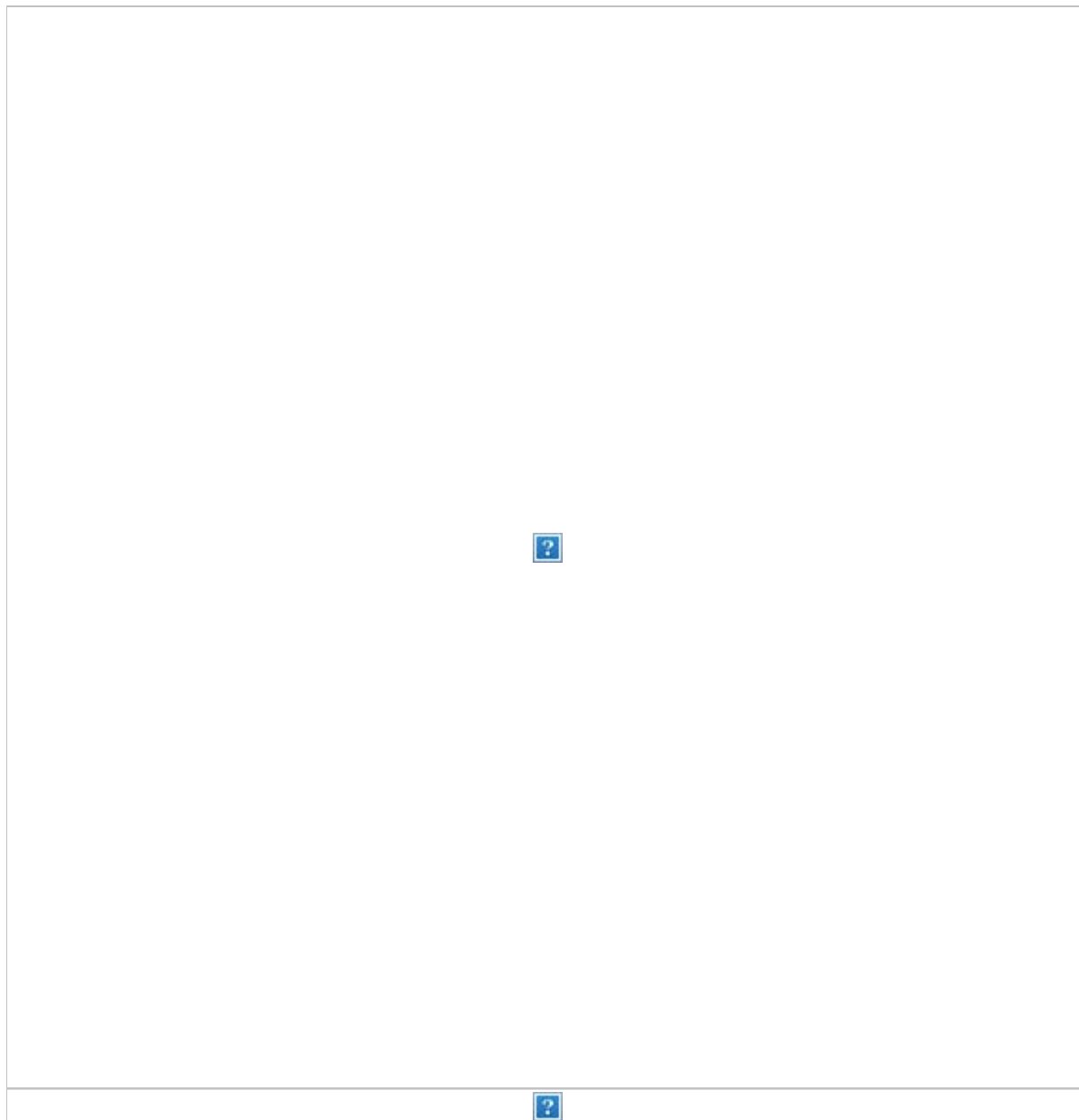
- If a file you receive contains macros that you are unsure of, disable the macros.

Occasional and reasonable personal use of Tigereye's fax and copy machine is permitted, provided that this does not interfere with work performance.

Smoking Policy

Tigereye is a smoke-free facility. No smoking will be allowed in any part of any building, at any time. In addition, smoking is prohibited in vehicles owned or leased by Tigereye.

From: (b) (6), (b) (7)(C)
To: [Emetu, Julius U.](#)
Date: Sunday, June 23, 2019 9:37:15 PM
Attachments: [text_0.txt](#)
[tmobilespace.gif](#)
[dottedline600.gif](#)
[footer.gif](#)



I heard the message and recorded it to my phone on the 5th of April. It was sent to (b) (6), (b) (7)(C) before I got it.



From: [Lange, Donna M.](#)
To: bniemeyer@fgks-law.com
Subject: ELECTRONIC SERVICE OF LETTER DISMISSING CHARGE – DO NOT REPLY TO THIS EMAIL
Date: Wednesday, July 3, 2019 1:58:01 PM
Attachments: [image001.gif](#)
[DIS.09-CA-240169.C Case Dismissal Letter.docx.PDF](#)
[image004.jpg](#)
Importance: High

**UNITED STATES OF AMERICA
BEFORE THE NATIONAL LABOR RELATIONS BOARD**

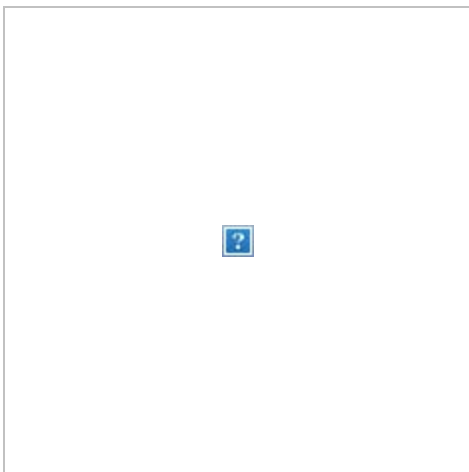
SERVICE OF LETTER DISMISSING CHARGE

Case Name: TIGEREYE PROMOTIONS, LLC

Case Number: 09-CA-240169

In accordance with the National Labor Relations Board Rules and Regulations, as amended, you are hereby served with a copy of the Letter Dismissing the Charge in this matter. You can view the letter by clicking the attached pdf file. You may wish to print or save the letter and this email for your records. You will not receive a copy of this document by U.S. mail.

Please do not reply to this email. If you have questions regarding this correspondence, please contact (Julius Emetu, 513-684-3651, Julius.Emetu@nrlrb.gov) or (Eric Taylor, 513-684-3659, Eric.Taylor@nrlrb.gov).



Donna M. Lange
Secretary to the Regional Director

***Region 9, National Labor Relations Board
Room 3003, John Weld Peck Federal Building
550 Main Street
Cincinnati, Ohio 45202-3271
513-684-3622***

From: [Lange, Donna M.](#)
To: (b) (6), (b) (7)(C)
Subject: ELECTRONIC SERVICE OF LETTER DISMISSING CHARGE – DO NOT REPLY TO THIS EMAIL
Date: Wednesday, July 3, 2019 1:56:31 PM
Attachments: [image001.gif](#)
[DIS.09-CA-240169.C Case Dismissal Letter.docx.PDF](#)
[image003.jpg](#)
Importance: High

**UNITED STATES OF AMERICA
BEFORE THE NATIONAL LABOR RELATIONS BOARD**

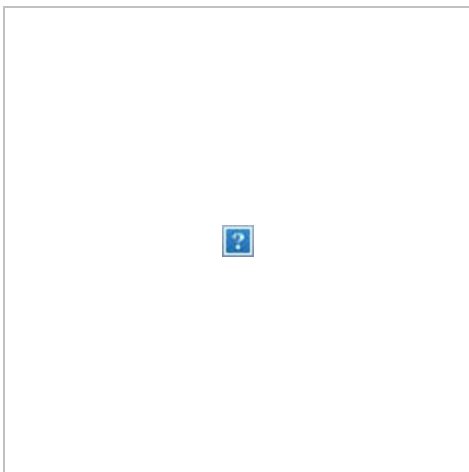
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Please do not reply to this email. If you have questions regarding this correspondence, please contact (Julius Emetu, 513-684-3651, Julius.Emetu@nlr.gov) or (Eric Taylor, 513-684-3659, Eric.Taylor@nlr.gov).



Donna M. Lange
Secretary to the Regional Director
Region 9, National Labor Relations Board

***Room 3003, John Weld Peck Federal Building
550 Main Street
Cincinnati, Ohio 45202-3271
513-684-3622***



UNITED STATES GOVERNMENT
NATIONAL LABOR RELATIONS BOARD

REGION 9
550 MAIN ST
RM 3003
CINCINNATI, OH 45202-3271

Agency Website: www.nlrb.gov
Telephone: (513)684-3686
Fax: (513)684-3946

July 3, 2019

(b) (6), (b) (7)(C)

Re: TIGEREYE PROMOTIONS, LLC
Case 09-CA-240169

Dear (b) (6), (b) (7)(C)

We have carefully investigated and considered your charge that Tigereye Promotions, LLC has violated the National Labor Relations Act.

Decision to Dismiss: Based on that investigation, I have decided to dismiss your charge because there is insufficient evidence to establish a violation of the Act.

Your Right to Appeal: You may appeal my decision to the General Counsel of the National Labor Relations Board, through the Office of Appeals.

Means of Filing: An appeal may be filed electronically, by mail, by delivery service, or hand-delivered. To file electronically using the Agency's e-filing system, go to our website at www.nlrb.gov and:

- 1) Click on E-File Documents;
- 2) Enter the NLRB Case Number; and,
- 3) Follow the detailed instructions.

Electronic filing is preferred, but you also may use the enclosed Appeal Form, which is also available at www.nlrb.gov. You are encouraged to also submit a complete statement of the facts and reasons why you believe my decision was incorrect. To file an appeal by mail or delivery service, address the appeal to the **General Counsel at the National Labor Relations Board, Attn: Office of Appeals, 1015 Half Street SE, Washington, DC 20570-0001**. Unless filed electronically, a copy of the appeal should also be sent to me.

The appeal MAY NOT be filed by fax or email. The Office of Appeals will not process faxed or emailed appeals.

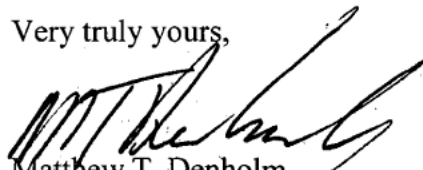
Appeal Due Date: The appeal is due on **July 17, 2019**. If the appeal is filed electronically, the transmission of the entire document through the Agency's website must be completed **no later than 11:59 p.m. Eastern Time** on the due date. If filing by mail or by delivery service an appeal will be found to be timely filed if it is postmarked or given to a delivery service no later than July 16, 2019. **If an appeal is postmarked or given to a delivery service on the due date, it will be rejected as untimely.** If hand delivered, an appeal must be

received by the General Counsel in Washington D.C. by 5:00 p.m. Eastern Time on the appeal due date. If an appeal is not submitted in accordance with this paragraph, it will be rejected.

Extension of Time to File Appeal: The General Counsel may allow additional time to file the appeal if the Charging Party provides a good reason for doing so and the request for an extension of time is **received on or before July 17, 2019**. The request may be filed electronically through the *E-File Documents* link on our website www.nlr.gov, by fax to (202)273-4283, by mail, or by delivery service. The General Counsel will not consider any request for an extension of time to file an appeal received after July 17, 2019, **even if it is postmarked or given to the delivery service before the due date**. Unless filed electronically, a copy of the extension of time should also be sent to me.

Confidentiality: We will not honor any claim of confidentiality or privilege or any limitations on our use of appeal statements or supporting evidence beyond those prescribed by the Federal Records Act and the Freedom of Information Act (FOIA). Thus, we may disclose an appeal statement to a party upon request during the processing of the appeal. If the appeal is successful, any statement or material submitted with the appeal may be introduced as evidence at a hearing before an administrative law judge. Because the Federal Records Act requires us to keep copies of case handling documents for some years after a case closes, we may be required by the FOIA to disclose those documents absent an applicable exemption such as those that protect confidential sources, commercial/financial information, or personal privacy interests.

Very truly yours,



Matthew T. Denholm
Acting Regional Director

Enclosure

cc: Ed Miller, Owner
Tigereye Promotions, LLC
750 S Main Street
Piqua, OH 45356

Bryan Niemeyer
Certified Labor & Employment Law Specialist
Faulkner, Garmhausen, Keister & Shenk
100 S. Main Avenue
Courtview Center, Suite 300
Sidney, OH 45365

UNITED STATES OF AMERICA
NATIONAL LABOR RELATIONS BOARD

APPEAL FORM

To: General Counsel
Attn: Office of Appeals
National Labor Relations Board
1015 Half Street SE
Washington, DC 20570-0001

Date:

Please be advised that an appeal is hereby taken to the General Counsel of the National Labor Relations Board from the action of the Regional Director in refusing to issue a complaint on the charge in

Case Name(s).

Case No(s). *(If more than one case number, include all case numbers in which appeal is taken.)*

(Signature)